

CITY OF SAINT PAUL Mayor Christopher B. Coleman

500 City Hall Annex 25 West 4th Street Saint Paul, Minnesota 55102 www.stpaul.gov/parks Telephone: 651-266-6400 Facsimile: 651-292-7405

NWC S'MORE FUN SUMMER HANDBOOK 2011



Summer Program Dates: Monday, June 20 - Friday, August 26

Closed dates: Monday, July 4 (possibly other days during that time,

depending on attendance).

Summer Hours: 7:00 a.m. - 5:30 p.m. (late pick-ups will be logged and charged a fee).

Summer Contracts: Summer Registration will run from April 5 - April 29.

After April 29 changes cannot be made to your contract. Adding days will only be approved depending on staff availability and program attendance. Adding extra days will require a "schedule change fee". There will be no substituting/trading days after April 29.

Fees: **The City of Saint Paul no longer accepts checks. Fees must be

paid by credit card or cash.** Credit card information needs to be entered into our system before your child starts the program. Fees

will be processed on the Sunday prior to the week of care. A late fee of \$10.00 still applies if payment does not go through at that time.

\$30/day for full-time, \$32/day for part-time.

You will be charged the FT rate if you are signed up Monday thru

Friday for 8 out of the 10 weeks.

Anything less than 8 weeks is part-time.

Please see your online account for detailed information and receipts.

Additional Fees: A \$35.00 activity fee per family will be processed on June 10, 2011.

This fee covers lunches on site, crafts, toys, and outdoor supplies. Field trips charged are actual admission and bus costs. This will be

added on to your fees if your child is attending these days.

Drop-off and Pick-up:

Drop off and pick-up your child in the S'MORE FUN room. You may come through the south playground doors. Please sign-in and out your child everyday.

Bring everyday:

- A lunch and beverage (unless otherwise noted on the calendar)

Please do not send items that need to be warmed up. We cannot microwave items for the children. If your child forgets their lunch, we cannot provide one.



- A backpack/bag
- Comfortable walking shoes for walking field trips
- Water bottle (especially on walking field trip days!) *this is highly recommended.*
- A book or journal (for 15-30 minutes of reading/journal time each day)
- A fanny pack or wrist pack. (These are recommended because many days the children bring extra spending money and often have nowhere to keep it). Staff cannot be responsible for children's money.
- Sunscreen (can be left in child's cubby throughout the summer) If your child does not have sunscreen we cannot provide it.

 Northwest Como S'more Fun is not responsible for sunburns. *Please label*.

LABEL ALL OF YOUR CHILD'S BELONGINGS. WE WILL HAVE A S'MORE FUN LOST AND FOUND, BUT WE ARE NOT RESPONSIBLE FOR LOST ITEMS.

Lunches:

The refrigerator may be used for keeping necessary items cold (beverages and certain sandwiches), but we cannot store entire lunches in the refrigerator. Please put names on beverages and sandwiches if you need them refrigerated.

S'more Fun cannot microwave items, nor do we provide napkins or eating utensils.

For some field trips your child may need to bring a disposable lunch. Please check the calendar for these days.

Calendar:

You will receive a calendar of field trips and activities for June, July, and August. There will be a key on the calendars showing what each child needs to bring each day. *Please check the calendar daily so that you know what the activity is for the day and so that your child brings the appropriate items for that day*. The start-times for any field trips and activities will also be posted. S'MORE FUN staff and children cannot wait for someone who does not arrive in time for a field trip.

***** PLEASE CHECK NOTES THAT MAY BE POSTED BY THE SIGN-IN/OUT BOOK DAILY - IMPORTANT INFO OR CHANGES IN ACTIVITIES MAY OCCUR.

Attendance: If your child will not be attending, please call us at 651-487-5626.

Also let us know if you will be picking up your child at a different time

than usual, or if someone else will pick up your child.

<u>Cubbies:</u> We have cubbies available to keep items in (i.e. sunscreen).

However, these cubbies are small and children may have to share.

Please LABEL all items with your child's name. Items such as

swimsuits and towels need to be taken home each day.

Swimming/Water activities:

We will have many swimming days and other water activity days. Please send a swimsuit, towel, and backpack. It is encouraged that children apply sunscreen prior to arriving at S'MORE FUN. Staff will assist willing participants in applying their sunscreen, usually after lunch and/or before the swimming trip.

AGAIN, PLEASE LABEL ALL OF YOUR CHILD'S BELONGINGS and PLEASE CHECK THE CALENDAR EVERYDAY!

We anticipate a fun and busy summer!

If you have any questions, please call Kari at 487-5626 or email kari.rohman@ci.stpaul.mn.us

